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THE NATIONAL SECRETARY

The National Association of School Secretaries

A DEPARTMENT OF THE NATIONAL EDUCATION ASSOCIATION

Published October, February and May for Secretaries, Clerks, Administrative Assistants in public, private schools and colleges

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the PRESIDENT'S MESSAGE

Dear Members of the National Association of School Secretaries:

As this is being written early in April two regional conferences are over, the one at Atlantic City in February and the other at Little Rock in March. By the time you read this the third meeting planned for Phoenix in April will be another dream realized. It is an inspiration to your national officers to have these opportunities to meet with groups from various sections of the country so that we may work, plan and think together for greater professional training.

To the Delaware and New Jersey associations, the hostesses for the first regional conference in Atlantic City, go our very sincere thanks for the splendid work done on the coordination of the entire program. From Friday evening, when we met informally at the getacquainted party, until the last farewell was said on Sunday there wasn't a dull It was fun meeting old acmoment. quaintances, but more fun having the opportunity to meet new conventioners. On Saturday morning the program started with a greeting by Dr. Lyle W. Ashby, Assistant Secretary for Professional Relations, National Education Association. It was indeed a pleasure to have someone from our parent organization welcome us and give us the feeling that we were a part of the great educational team. The address that followed was given by Professor S. Elizabeth Campbell, State Consultant in Elementary Education, Providence, Rhode Island on "You, Also, Educate", and she pointed out not three "R's" but five, receptivity, reflectivity, resourcefulness, resoluteness of purpose and religion. The afternoon panel on "Madam, Your Attitude is Showing," brought forth much lively discussion from the floor and who could forget the banquet with the beautiful spring decorations of flowers and easter bonnets and our introduction to Alfie by our guest speaker, Willard E. Goslin, Superintendent of Schools, Pasadena, California. Mr. Goslin's thought provoking subject "You can't raise Zinnias by stamping them out" was thoroughly appreciated and enjoyed.

The Sunday morning breakfast afforded all the opportunity to visit informally.

On March 16 it was my good fortune to have the opportunity to attend the reorganizational meeting of the Mississippi Association of School Secretaries in Jackson, and this session was arranged by the state education association. Our hearty congratulations to this group and especially to the newly elected chairman, Mrs. Sadie Caughman. This association hopes to be able to have a summer institute and help and encouragement are being secured from the state university.

Arkansas, the Opportunity State, acted as our hostess for the second

regional conference and the girls did themselves proud. Corinne Messenger, president of the state school secretaries association writes, "We feel that the meeting was a success in that we have made the State Department of Education, the Arkansas Education Association (through which our legislation must go), and the state aware of us as a group and an active one. We are sure that is worth all that we put into it."

On Friday evening the Little Rock Association sponsored a beautiful reception at the Marion Hotel in the mezzanine room next to the "President's Suite" and gave us the opportunity to meet many state and local educators. Saturday morning Dr. Harry A. Little, Superintendent of Schools, Little Rock, gave the greeting. This was followed by three superintendents, J. L. Watson, Pulaski County Special School District, Little Rock; J. W. Ramsay, Fort Smith and R. B. Brawner, North Little Rock giving us "Three Points of View." The afternoon panel on "Madam, Your Attitude is Showing" was led by Sara Milner of Atlanta, Georgia, and her capable assistants, each speaker giving those attending the chance to ask questions or offer suggestions. The conference dinner in the Continental Room of the Marion Hotel was something that we will not soon forget-the profusion of spring flowers on each table, bouquets for each one, the red school houses cleverly sheltering magnolia blossom cologne and the greeting from the state by Mrs. Henry Bethell, State Commissioner of Public Welfare; welcome by Silas D. Snow, President of the Arkansas Education Association; and the address on "Leadership - Reality and Possibility" by Martha Luck, Executive Secretary of the University College of Northwestern University. True southern hospitality carried through on Sunday morning with an early breakfast and a trip to Hot Springs followed by brunch.

Arkansas offers a challenge to all other locals—North Little Rock Association of School Secretaries claim that they are the youngest local organization since they organized November 21, 1949, and that they are the only organization with 100% of the potential membership—there are nine clerks and all nine belong to the local—and each member is an officer of the local. Can you top this?

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Have you heard about the "Learnchs"? It's something new that has been tried in California and Bettye Wells, In-Service Training Chairman writes as follows:

"The Administrative Classified Service Association of the Los Angeles City Schools has something new! With a membership of over 500 concentrated in three administrative buildings (plus scattered memberships from personnel in schools) a series of learnchs (learn at lunch) has been inaugurated. The first two meetings have been so very successful that perhaps other organizations will want to adapt the plan to their situations.

"Those attending the meetings are asked to go through the regular cafeteria line to select their lunches, then take the travs to the 'small dining room' reserved for the occasion. On our first experiment, so many were disappointed at being unable to obtain reservations, that subsequent meetings are scheduled on a 'double session' basis. For Group A, Learnchers go through the line between 11:30 and 11:45, and the speaker talks from 12 to 12:30. second group follows immediately and the second talk is from 1 to 1:30. We are able to seat 65 in the dining room, and even with repetition talks, it has been necessary to turn down many who would like to attend.

"The subject of our first Learnch was letter writing. Our speaker was Dr. Jessie Graham, nationally known in the field of business education. Dr. Graham, Supervisor of Business Education in the Division of Adult and Extension Education, had prepared outlines for distribution and several hundred copies were sent to those who could not come to the meeting.

"Our second talk was purely local and of interest primarily to those assigned to the Administrative building. Soon to be surrounded by freeways and approaches, the problem of access both by auto and by foot is one of great concern. Explaining the great construction activity on all sides of us was Mr. Guy Marsh Hoyt, Associate Superintendent in charge of the Auxiliary Services Division.

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"The third Learnch is scheduled for late April when we will have a talk on business dress and grooming. Other topics have been suggested for later meetings, and we hope to offer a wide variety of subjects so that everyone will find at least one of particular interest.

"We heartily recommend this idea to other groups that may be looking for something a little different. The cooperation of our administrators and supervisors has been most cordial and the employee response is so great that even with two meetings we cannot accommodate all who would like to attend."

Still another new idea comes to us from a local group in New Jersey. The president, Lily P. Leivers writes, "At the February meeting of the Union County Association of School Clerks and Secretaries, it was voted to offer a prize this June to the girl graduate of each Commercial Department in the High Schools of Union County who shows the most promise of being the best all-round secretary.

"The prize will be a 'Secretary's Handbook' and will be awarded on the following qualifications:

- 1. Efficiency and Technical Skills
- 2. Personality, Poise and Appearance
- 3. Initiative
- 4. Integrity
- 5. Scholastic Standing

"Heads of Commercial Departments and High School Principals have been very enthusiastic about our prize as in a good many cases, no prize is offered to a Commercial student. This association plans to make this an annual award."

It's extremely interesting to know that the many fine local and state organizations are working together on such plans. We would like to be able to write something about each one, but time and space does not permit.

As we come to the close of another year your officers want to take this opportunity to thank all of you for the things you have done to make our professional growth mean so much to us. We hope you have been happy with the conferences, conventions and meetings planned for you—happy as we have been in working them out for you. May your summer be a most pleasant and restful one. We will be looking forward to seeing many of you at the summer meetings.

Sincerely, EDNA ATKINSON.

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DOROTHY L. LITTLETON Assistant Editor

THE EDITORS' PAGE

As another school year draws to a close we who serve as educational secretaries may find it helpful to review the period in careful analysis of the job and our effectiveness in it. Have we profited by the year's experience? Have we grown in the ability to perform our assigned tasks? Have we advanced professionally? Are we actually doing a better job than we did a year ago or does our work just seem easier because we are more familiar with it?

It will serve each one of us well to ask ourselves these and many more such analytical questions. Honest, frank answers to ourselves should point out the accomplishments which we may then endeavor to extend and carry further. Our answers should likewise indicate the shortcomings which we must strive to overcome as we continue to discharge our responsibilities in as efficient, as effective, as gracious, and as wholehearted a manner as we possibly can.

Whatever the answers to our searching questions of ourselves, they will serve to mark the direction our efforts should take if we are to fulfil our professional function. Critical evaluation of the job we are doing, careful self-analysis will assuredly lead to greater effectiveness as a result of keener appreciation and deeper understanding.

For your editors the year has been a busy and a challenging one. We've had interesting contacts with the women and men whose aid we have enlisted in preparing the editions of the magazine. These busy people have given willingly of their time to be of assistance, they have seemed eager for the opportunity to present their ideas to us, hopeful that stimulation, encouragement, and genuine help might be afforded. As we have assembled the material for each issue we have had a feeling of deep gratitude in sensing the confidence in us that is implied in the contributions of our authors; we have had a feeling of deep humility as we resolved to be worthy of that confidence. We hope that as you have read the articles you too have recognized the fine professional efforts made in your behalf, we hope that you too have charged yourself with the responsibility of continuing to merit the trust placed in you. With a realization of potential capability and a determination to increase effectiveness, we are certain to advance toward further professional accomplishment.

The development of these goals on the part of each one of our membership will fulfil the objectives of your editors in carrying out the plan for the magazine set up almost two years ago. To us it has been heartening to receive your

enthusiastic comments. Your words have encouraged us to move forward in carrying out our announced program. As we approach the end of the school year, the time of evaluation which we have just suggested, we will be appreciative of your frank appraisal of our efforts, we will be grateful for your indications of whether you feel we have succeeded in providing professionally stimulating and helpfully practical articles in the fields selected for consideration. The publication of a magazine is and always will be a cooperative undertaking and the editors count on you, as readers as well as partners, to send in your suggestions

of the pattern you would like future issues of your magazine to follow.

Since this is our last visit together for a while at least, we are taking advantage of the opportunity to wish for all of you a summer that will prove profitable, restful, enjoyable, and rich in accomplishment. We hope our paths will cross at one of the summer institutes that we may have those suggestions and constructive criticisms you don't find the time to write down for us. We'll be looking for you—please look for us too!

Most sincerely,

The Editors—
FRANCES AND DOROTHY.

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School Secretaries

THANK YOU...

We deeply appreciate all you have done this past year to facilitate our work. For your many courtesies extended to us and for your helpfulness, we are most grateful. May we wish you a very pleasant summer.

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ABOUT OUR AUTHORS

Florence Bodenbach, who contributes the helpful suggestions regarding our extra duties for this issue, speaks with the voice of long experience as an observer of office housekeeping in the schools.

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She began her career as a teacher in the field of home economics and her assignments included Drummer Township High School in Gibson City, and the Watseka High School, Watseka, Illinois. For four years she was an associate in Home Economics Education at the University of Illinois in Champaign. At present she is State Supervisor of Home Economics in the office of the State Board for Vocational Education in Springfield, Illinois.

Miss Bodenbach is a past president of the Illinois Homemaking Teachers Association and The Illinois Vocational Association. She is a member of Omicron Nu, Phi Upsilon Omicron and Kappa Delta Pi.

Bess Sondel is lecturer and instructor in Speech at University College of the University of Chicago. Her new approach to the study of speech grew out of experimental work which she carried on in the classroom.

In 1944 she published a syllabus for classroom use entitled Speak Up! A New Approach to Communication, and followed this in 1947 with another publication, Are You Telling Them? She also prepared a series of filmstrips for classroom and industrial use, The Communication of Ideas and Ideals, sponsored by the Society for Visual Education.

Another work, How to Be a Better Speaker, was derived from a series of broadcasts over Station WBEZ, the Board of Education, Chicago, and published very recently. This is a simplified statement of the approach to the study of Speech for high school students. Her latest service to Station WBEZ is a series of articles on How to Listen which has just been completed. Also noteworthy is her work in the Cook County Teachers Institute wherein she pioneered and stimulated a revision of demonstrative teaching in the Chicago suburban schools.

Mrs. Sondel is one of the busiest ladies in Chicago. The wife of Dr. Herman Martin Sondel, she takes pleasure in dedicating her works to three little granddaughters and their parents. She is a member of the Board of Directors of the Adult Education Council of Chicago; a member of the Education Committee of the Mayor's Commission on Human Relations, Chicago; Chairman of the Committee on Curriculum for The National Council of Teachers of English.

She earned her Ph. B., cum laude with Phi Beta Kappa at the University of Chicago 1931; and Ph. D., also University of Chicago, 1938.

Mary E. Courtenay who gives us a fascinating discourse on the importance of enthusiasm if we would develop "Personality Plus" has a reputation for practical application of her original theories with most remarkable results. After completing her A. B. and M. A. at the University of Chicago she moved up steadily in the teaching profession. She developed a social laboratory to teach the important art of living well together while teaching and serving as Dean of Girls at Lindblom High School in Chicago.

She has been a member of the staff at Chicago Teachers College, Principal of the Gompers School, known for its department of education for handicapped children; District Superintendent of High School District Number Four, and is now Assistant Superintendent of Schools in charge of Special Education for Chicago.

Many honors have come to Miss Courtenay for her outstanding abilities and contributions to the educational profession. She has membership in three National honor societies, Phi Beta Kappa, Pi Lamba Theta and Delta Kappa Gamma. She is Vice President of the Chicago Council of Administrative Women, member and officer in many other professional and civic organizations.

The University of Chicago awarded Miss Courtenay an honor citation for "making education a vital force in the community."

We are most fortunate in having a report of cooperative in-service training for the school secretaries from a State Superintendent of Public Instruction.

Dr. Lee M. Thurston was elected to this post in Michigan in 1948 after a long and active career in the public schools. Following service in the U. S. Marine Corps in World War I he attended the

University of Michigan, graduating with honors and the degree of Doctor of Philosophy. He taught in the high schools of Boyne City, Manistee and Owosso before becoming superintendent of schools in Perry, Michigan. From there he went to Ann Arbor where he was assistant superintendent of schools and treasurer of the board of education from 1931-35, and then served three years as deputy state superintendent of public instruction in Michigan from 1935 to 1938.

For the next five years Dr. Thurston taught in the University of Pittsburgh as Professor of Education, then returned to Michigan and resumed his post as deputy state superintendent until he became superintendent in 1948.

In these years his various duties have included such activities as serving as

administrative consultant to the Pittsburgh public schools; as a member of the staff making surveys of the New York City school system, the Boston public schools and the schools of the state of Washington; and as a lecturer in education at the University of Michigan since 1944.

Dr. Thurston is the author of various articles, mainly in educational periodicals and a member of the editorial board of *The Nation's Schools*. He is also a director of the National Council of Chief State School Officers and a member of the Educational Policies Commission of the National Education Association and the American Association of School Administrators.

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In this article he tells what his staff has accomplished in working together for the better understanding of "Our Common Mission."



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OUR COMMON MISSION

Lee M. Thurston
Superintendent of Public Instruction
State Department of Public Instruction
Lansing, Michigan

Ouring the 1949-50 school year the Michigan Department of Public Instruction has held a series of "growth" meetings attended by the members of the secretarial and clerical staff. The series was begun in response to the expressed wishes of a few of the secretaries, who felt there would be an advantage in having group meetings of the kind periodically held and enjoyed by the departmental administrators. Starting in September, and at monthly intervals, all secretaries and clerks were invited to meet on a Monday from 9:00 to 10:30 for a consideration of matters of common interest.

Preliminary to the first meeting, a program committee had decided upon the theme of the meeting and had arranged for the presentation and discussion of topics. The program committee idea seemed to work well, and was continued, with rotating membership.

Theme of First Meetings

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Perhaps because there was a concreteness and definitiveness about them, the field of skills and individual proficiency constituted the theme of the earlier meetings. A public relations official of the Bell Telephone Company, for an example, showed a talking film used by the company for the instruction and guidance of its own workers in the use of the telephone. Nearly all secretarial and clerical workers in the Department use the telephone extensively, and this program excited a good deal of interest. member of the home economics faculty of Michigan State College made a presentation of the subject of dress, poise, charm, and the general bearing of the worker, and this presentation proved to be of such interest as to warrant a follow-up panel discussion by staff members on the same subject. On another occasion the State Superintendent led a discussion about the general problem of relationships with the Department's constituency, pointing out among other things that the Department of Public Instruction deals with clients of more than average literacy, a circumstance necessarily reflected in betterthan-average standards of secretarial These earlier meetings, performance. consent, mainly by common stressed the individual skills and performance of the workers.

Later Meetings

After the first few meetings, there developed a general disposition to consider the larger aspects of departmental relationships and responsibility. The program committee arranged for the group consideration of such matters as civil service policies and procedures, improvement of the layout of offices, use of office equipment, modification of routines, and determination of standards and units of work. There were discussions, too, centering around a problem census or an effort to isolate and define various matters that are causing inconvenience and vexation and how they might be disposed of to the advantage of all concerned.

As this is written, in April, 1950, the series of meetings for the year has not yet come to an end. It is possible, however, to give a rough appraisal, though necessarily inconclusive, of the values of this series of staff meetings. There have been evidences of an improvement of esprit de corps. The semiformal meetings have brought into physical association staff members of kindred interests, and personal relations, as might have been expected, were made more intimate and friendly by the mere fact of association. Various administrative officers of the Department, and others both inside and outside government, have brought points of view and statements of problems that have broadened the professional horizon and sense of responsibility of the clerical and secretarial workers. To be sure, some of the attendants at the meetings came reluctantly at first, and a few probably still do. Doubtless some of them, oppressed by exacting desk responsibilities, have found it difficult to spare the time, and occasionally there may have been a suggestion on the part of a superior officer that the desk work might need to come first.

Altogether, however, this series of meetings seems to have been enjoyed by all and to have yielded good results. There is a growing feeling that a true comradeship and colleague relationship can and should prevail among all members of the Department, and that all workers, administrators and non-administrators alike, have a common mission.



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ALL IN THE LINE OF DUTY

Florence C. Bodenbach
Supervisor of Home Economics Education
Board for Vocational Education
Springfield, Illinois

I have often thought, as I sat in the outer office of the principal or superintendent waiting for an appointment, that his secretary must really be quite the versatile person. In just those few minutes of waiting there are telephone calls, parents coming in for conferences, pupils asking questions about the basketball or football game, a salesman or two dropping in, yes, and a supervisor of home economics to "bother" the secretary. This may not be true in all schools especially where the enrollment is large enough to employ other office assistants, but in the majority of cases it is.

As a high school teacher in a new position I always felt that the most important and valuable person to contact after the principal was the school secretary. Some of the home economics teacher's questions would be too trivial for the principal or superintendent. I found the secretary could tell me where the groceries should be bought, what requisition forms were necessary, where the inventories of equipment and supplies could be found, if the silver and linens were locked in the school safe-plus hundreds of questions that face a teacher in a new situation. In all my experiences the school secretaries have been indispensable as a source of information on small details that can "make or break" the teacher.

Because I have felt so grateful to the school secretaries, I do not wish to add to her numerous duties but rather to "point up" a few responsibilities that I think most school secretaries are called upon at some time to carry out. The extra duties about which I write are those more directly connected with the field of home economics. In other words "office homemaking."

Let us consider, first of all, general school housekeeping. We are now think-

ing of the "inner sanctum" or private office. Just recently I was assigned a new secretary who, each morning without fail comes in to dust thoroughly the top of my desk. I realize that it would be impossible to do that for some principals or superintendents because they want every paper left undisturbed on the desk. However, there can be some attempt to dust off the exposed wood, empty the ash trays, and dust other office accessories.

We will forgive the superintendent and principal for having a cluttered inner office but not the secretary. Each evening books and papers should be cleared away, typewriters placed in the desk space provided—everything orderly and neat.

And what, should we say, might be the morning routine of office house-keeping? Have the desks been dusted? Is the lighting and ventilation checked? The office needs a good airing after there has been a board meeting the night before when the majority of the members have been smoking. If there are plants or flowers have they been watered and cared for?

This brings us to the point of providing some beauty spots or centers of interest in the office. They may be cut flowers or more than likely a growing plant. If there are cut flowers, especially in spring and fall, it is usually the duty of the secretary to arrange them. Why not get a few ideas for flower arrangement by looking in the current magazines or books in the library or at florist displays. A few well selected vases or bowls, some pin holders or chicken wire holders and perhaps some molding clay will help in achieving that professional touch. Perhaps here the homemaking teacher could make some suggestions as to what might be purchased. In this

way she might be able to reciprocate for all the many courtesies extended to her by the secretary. In the winter there are often beautiful winter bouquets made from dried grasses and weeds that can be painted to preserve them for several months.

Furniture arrangement, definitely within the homemaking realm, has its place, too, in the extra responsibilities of the school secretary. She can often arrange the chairs in the outer office to be more convenient and pleasant for guests of the school. Many times more efficient arrangement of desks can be suggested to give more space and a better light.

As official hostess for the school, Miss Secretary must be the charming personality who greets guests and parents. In addition, it is often her lot to arrange for special luncheons or dinners of the administration. How should the tables be placed, If it is a tea, some of the questions arising would be: What will be the best way to provide the tea,

coffee, or punch for the guests? What should be the table arrangement? Have flowers or a center piece been planned? Where can the tea cakes or cookies be ordered? Who will receive the guests? What plan should be made for an efficient way of serving the guests and removing the used dishes? Who will pour? Is there an attractive tablecloth to be used and is there other necessary equipment for the kind of things to be served? To save dishwashing would it be acceptable to use plastic coated paper dishes?

Again, the homemaking teacher should be able to reciprocate for all the questions she has had answered. Perhaps some plan of cooperation could make an affair of this kind a pleasant experience rather than a burdensome chore.

When an office is your home for so many hours of the day why shouldn't it be as attractive as you can make it and why shouldn't your experiences be happy ones even though they may sound like the homemaker's drudgery rather than the secretaries' glamorous realm?

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PREVIEW WITH A LURE

Bess Sondel
Author, Lecturer, Instructor
University College, University of Chicago

I am invited to write for you because it is hoped that I can apply some of the new insights into the problems of communication to your specialized activities. I shall not presume to tell you things you already know. That will rule out at once anything I can say about the need for authoritative information concerning grammatical constructions and matters of style. About such things you know—probably more than I do.

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Let me pass on, instead, some information concerning the newer studies in communication. I do this with the full assurance that you will use them if and when they are applicable to your work.

All communications—whether in writing or in spoken symbols—depend, for their effectiveness, on skill in logical analysis and semantic analysis.

Speech is an interactive experience that is, above all else, personal. Now what kind of logic can we apply to a personal experience? Certainly not formal logic because formal logic deals with static symbols, with symbols that mean precisely the same thing for all concerned — for speaker and listeners, regardless of the number. We use words that spring from our needs and we use them hopefully. We want something from our listeners—understanding, sympathy, action, etc.

At University College of the University of Chicago we have developed—in the classroom, experimentally—a kind of logic that holds up in the heat of discussion. It calls for three things:

- 1. The ability to sum up in one sentence or less (a caption will do) whatever a speaker wants to talk about, whether he intends to speak for hours or for minutes.
- The ability to break down this one sentence into its component parts.
- 3. The ability to see how the parts are related to each other.

Let me explain these three operations briefly.

The summing-up sentence must include everything the speaker wants to say, and must exclude everything else.

The parts must be derived from the summing-up sentence. No new terms may be introduced.

The parts may be related in various ways—as cause to effect, as means to end, as problem to solution, as a series of events in time, as a series of events in space, etc.

Now if the speaker can transmit what he wants to say in terms of parts, related to each other in an invariable order, then he can make sense.

The utility of this kind of analysis is immeasurable to the secretary. It makes possible the skeletonizing of material without damaging the structure of the idea. It provides a device for highlighting essentials. It is not only time saving but is directive because order is implicit in the analysis.

Semantics is a study which all secretaries will want to know more about. It makes possible a kind of efficiency that can be attained in no other way. Let me show you.

Semantics makes distinctions in the various uses of language. There are four uses of language: informative, valuative, incitive, and systemic. Informative language calls only for understanding from the listener. Science makes use of informative language. Reports make use of informative language. Valuative language appraises. It calls things better or worse, good or bad, right or wrong, effective or not effective, beautiful or ugly, etc., etc. Such words call for an attitude response from the listener. The speaker wants the listener to take a stand-for or against something. citive language calls for a specific action response from the listener.

Systemic language is probably the most important kind of language we can use. It pulls our ideas together. It pulls our purposes together. A summing-up sentence in an excellent example of the systemic use of words. I wish I could go into this more fully for you because it is extremely exciting—and useful, of course. But all I can say here is that

systemic language organizes and systemizes our experience. And because of this it plays an all-important role in our self-development.

Now let's see what a knowledge of these various uses of language can do for the secretary. It can be the means of distinguishing between fact and opinion. Informative language that designates people and things in the world accurately is factual. Valuative language is always expressive of opinion. Another thing a knowledge of semantics can do is to help the secretary distinguish between information and persuasion. These distinctions are extremely important. Everyone concerned with human relations, everyone dependent on the use of words for the successful pursuance of his or her work, should be skilled in the various uses of language. Adequate interpretation of the words of others depends upon such skill. Clarity, precision, and effectiveness depend upon such skill. Most people make these distinctions unconsciously. The secretary must make them consciously and with a full awareness of the criteria used.

I have only touched upon some major points and I have done this in a way that would be impossible with many another audience. I know that these remarks will fall upon extremely sophisticated ground and that you will consider them only as suggestive and not as final, in any sense of the word. And in closing let me warn you of one thing. If you ever get started on the fascinating subject of semantics you've been hooked. I have never known anyone to extricate himself. You'll keep following the bait from here in. All I ask is that you don't blame it on me!

And now it is only fair that I make a logical analysis and a semantic analysis of this article.

The title of the article is just a comeon, as most literary titles are. My working-title (the summing-up) is a caption and not a complete sentence:

Definition and suggestions for use of (1) logical analysis and (2) semantic analysis

This working-title covers everything I have said; no more, no less. I proceeded to develop the parts as follows:

1. Logical analysis

a) Definition

b) Suggestions for use

2. Semantic analysis

a) Definition

b) Suggestions for use

Notice that these parts are derived from the working-title. No new terms are introduced.

The third step is to discover how these parts are related to each other. They are related as sections (as parts of a sectional bookcase are related). Each part has about equal value, and the two together make the whole.

If you understand this article in terms of this logical analysis, you are likely to remember it. The ideas have form, you see, because the parts are put together in orderly fashion to make the caption.

In making the semantic analysis of the article, again we look to the working-title.

Definition calls for informative language. The purpose is to gain understanding.

Suggestions for use do, in this instance, evaluate the material from the standpoint of you, my particular listeners. These suggestions are, therefore, valuative.

From this bare semantic analysis you can discover my purpose. My purpose is really two-fold; I wish to inform and to appraise. I call for an understanding response and also for an attitude response. I want you to take a stand—for these techniques.

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So you see that through the systemic use of language I am able to pull together both my ideas and my purposes. The working-title (the summing-up) is systemic in use because it crystallizes, it organizes, it systematizes what I say and why I say it.

Now if you have noticed that there was an element of the incitive use of language in my concluding remarks, you have caught on in a sharp way. For I did indeed dangle the merits of these techniques with the implicit suggestion that you look into them further. And if you do, then my words have been truly incitive. And I am delighted.



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PERSONALITY PLUS

Mary E. Courtenay
Assistant Superintendent of Schools
Chicago, Ill.

No visitor was more welcome in our home during my childhood than Aunt Bet. Her arrival, generally unexpected but always hailed with delight, was accompanied by a stir of excitement. She swept through the house like a fresh breeze, filling it with gaiety and laughter. When she left, it seemed strangely empty.

Despite her limited means Aunt Bet was always coming home from somewhere, and in the course of her travels she met, "most casually," interesting people of many types and a few of real distinction. Perched on a stool at a lunch counter she engaged in conversation an eminent authority on horticulture, who continued to send her bulbs and sprouts of prize stock through the years, and whom she quoted as an authority for the prolific blooming and fruiting of her little garden. At a public lecture she "found" herself sitting beside Hamilton Mabie, and proudly carried away an autographed copy of Parables of Life. From the depths of her well-worn traveling bags she would draw a new quilting design given her by a chance acquaintance who had presented 110 quilts of her own making in an exhibit at the New York Museum of Fine Arts; a delicate bit of English bone china, smothered in heavy undies, which she had discovered unrecognized in a musty little gift shop; and a recipe for Ozark pudding long before that simple dish had won distinction as the favorite White House One week away from her dessert. modest home supplied her with a new stock of delightful stories, a host of new acquaintances, a dozen new projects to put into action, and a flock of new ideas to promote and produce on the right occasion. Like Tennyson's Ulysses she always traveled "with a hungry heart." For her each hour was a bringer of new things, and every year held its own particular reward.

Shortly before her death at the age of sixty-three she made a contract with herself to learn the Italian language by radio. Each morning at the appointed hour she would sit before her radio table with the earphones clamped over her head, an intent expression on her round, cheerful face, and pencil and notebook in hand. Every new experience whetted her appetite for more and better living. Although her schooling had been limited, she was a perfect example of the definition of an educated person as "one who knows how to entertain herself, to entertain others, and to entertain new ideas."

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Those who achieve this state of good living are they who continue to grow instead of growing up to settle down, who are impelled by an unquenchable desire to know. Curiosity is not the prerogative of childhood alone, nor adventure the priority of youth. The urge to explore, the desire to experiment, the delight in discovering a new gadget or following a new trail will keep one as eager at forty as at fourteen. To this urge the world owes the discoveries and inventions which have divided man's labors, doubled his leisure, and widened his horizons, which have spanned space, almost annihilated distance, and multiplied the safety and the comforts of living.

The symbols punctuate the story of man's learning and his living. One is the question mark whose back is bowed under the burden of probing, through the ages, into the unknown and the unexplored. The other is the exclamation mark, erect and stately, the symbol of man's appreciation, his ability to enjoy. We are rich, not in what we possess, but in what we enjoy. Hence we continue to grow as we stretch to its limit our capacity for the appreciation of all good things,-good books, good music, good talk, good friends, and good fun. In his day Aristotle indicated that the chief duty of the Greek state was to provide education in this enriching selfdevelopment for all its citizens, for we are not born with appreciation. It is a quality we have to cultivate. We learn to love good music by listening to it. We come to know the companionship of good books by reading them, and even more by sharing our pleasure in them with others. However the caustic critics of the Great Books program may assail its claims, they must admit that it has opened up to countless readers, more than 50,000 people in 400 towns and cities we are told, treasures of the past and present which they might not otherwise know, and has increased their desire and their ability to read with profit and pleasure. The out-of-doors in all its seasons and moods yields endless delight to those who can pay the price of appreciation,-budding trees in April, July sun slanting through leafy boughs, the pageant of October in the forest, and the delicate tracery of leafless branches against a winter sky.

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Never does the well-rounded person outgrow the zest for play. In the course of years "hare and hounds" may give place to all-day hikes with the Prairie Club or all-day climbs with the Mountain Rangers, but the exhilaration of the physical effort is the same. same joy in physical achievement fills the tennis courts, the golf links, and the bathing beaches in summer, the bowling alleys, the skating rinks, and the skiing resorts in winter. Squaredancing, bridge, bunco, and canasta never lack a ready response when groups of all ages gather. Here those of joyful mind play the game, and sport, indoor or out, a solitary delight or a group activity, releases the tense muscles, unwinds the taut nerves, irons out the wrinkles in the mind and the creases in the spirit.

Happy, too, is he who develops early a hobby, for therein lies a sure promise of growth. Whether one cultivates giant dahlias or collects miniature elephants, finds delight in spider-web tatting or in weaving homespun rugs, hunts with a camera or fishes with a spoon, builds model airplanes, paints land-scapes, or plays the bazooka, one has an

interest which fills leisure hours with satisfying activity and holds endless possibilities for expansion and enrichment.

Such a hobby once found two of the busiest men in the world stealing a bright June day from the affairs of state for a walk through the flowering English countryside in the time of the singing of birds. Theodore Roosevelt, just returned from his big game expedition in Africa, was spending a whirling week in London. His schedule, crowded with occasions of importance and persons of distinction, held, at his special request, one full day for a walk through the woods with someone familiar with the song birds of that area. When the day approached, Mr. Roosevelt inquired as to who his escort would be. be my pleasure," replied Lord Gray, Britain's tireless minister of Foreign "I pride myself on the fact Affairs. that few Londoners are more familiar with the songs of many species of birds." Thus two harassed statesmen left the problems of the world behind to pursue the passion of their boyhood and their mature years.

One quality is, perhaps, above all others the fountainhead of continuous growth in richness and fullness of living,-enthusiasm. Its Greek originen theo-tells us that it means the God within, the quickening spirit which strikes a spark in others as well as in ourselves, and sheds a warm glow over all living. It is the treasure of youth, too often relinquished in later years. In his Memoirs of Childhood, Albert Sweitzer reminds us that without it man struggles "to remain thinking as freely and feeling as deeply as he did in his youth." So he loses his early passion for justice and truth, his zeal for peace, and his zest for good living in all its forms. He who cherishes this treasure will keep alive within himself the desire to create, which revives, renews, and refreshes body, mind, and



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COMMITTEE NOTES

ADVISORY COUNCIL

Tentative plans have been made for the next Advisory Council meeting. The meeting will be held on Saturday, July 8, 1950 in Chicago. As soon as definite plans have been made each affiliated group will be notified. If your group is affiliated and has not appointed Advisory Council members as yet will you please do so now.

A copy of the agenda for the meeting will be sent to each Advisory Council member prior to the meeting so it is important that I have the names of representatives.

If your group has any proposals which they wish to present to the National Association please send them to me so they can be placed on the agenda for discussion.

On April 1 we have 45 affiliated groups. Does your group belong? If not, why not join now? Elsewhere in this issue you will find an *Application for Affiliation*—fill it in today and mail it to me together with the \$5.00 affiliation fee.

I am looking forward to meeting you in Chicago in July!

ORA S. DOLSEN, Chairman, Affiliation and Advisory Council

PUBLICITY

"In the spring a young man's fancy,"
—or so they say! In the spring, in schools and educational work, our thoughts, if not our fancy, turn to planning for the fall and next year. This seems like a good time, then, for our various associations to think about plans for the coming year. Let's plan right now to make the year 1950-51 the biggest and best ever for all our professional associations—local city or county associations, state associations, and the national.

and miscellany

I hope that every association will plan to include on its board, or list of officers, or committee chairmen, a publicity person—who will "aid and abet" every project and plan of the association. Each such publicity person could be a member of the national association publicity committee-and with such a united "attack" we should make all educational secretaries aware that something is going on! And that they had better get on the band wagon! Let's make all school administrators aware that there are professional organizations for their clerical and secretarial staffs. Let's let every educational secretary know there is a national association to which she can belong—in most states a state association—and in many areas a city or county association. And rememberthat list of educational secretaries includes not only those connected with public schools but also those working in colleges and universities in offices of state and county superintendents of instruction, and in offices of educational organizations.

The proof of the pudding is in the eating—and to be convinced that you are part of an important and alert association, you should plan to participate in the meetings and Institutes planned for the summer, if at all possibe. We are looking forward to seeing many of you in July.

MARTHA S. LUCK, Chairman, Publicity Committee.

MEMBERSHIP

Greater strength lies in greater numbers. Our numbers are growing, but we still need to do much growing to make them great! Membership to date stands at 1527 against 1392 for last year. Of this number twenty-two are listed among the Life Member group. There is reason to be doubly encouraged,—over the increase in membership and the evidenced interest in Life Membership.

While we still have a few states in which membership is not up to what it

was last year, there are a dozen states which deserve special mention for the decided growth in membership. They are Arkansas, Colorado, Connecticut, Louisiana, Nevada, New Jersey, New Mexico, Ohio, Oregon, Rhode Island, Utah and West Virginia.

Interest is constantly being evidenced by people who are new in N A S S and it is these people who give us fresh courage to keep working hard to build our Association so that it may reach every secretary in the country.

LIFE MEMBERSHIP GROUP

(These have paid all or part of Life Membership fee)

Leila Brown, Birmingham, Ala.
Grace Holt, Phoenix, Ariz.
Corinne Messenger, N. Little Rock, Ark.
Bettye R. Wells, Los Angeles, Calif.
Sara Milner, Atlanta, Ga.
Mary Bowers, Crawfordsville, Ind.
Martha Luck, Chicago, Ill.
Lydia Bagdikian, Stoneham, Mass.
Eleanor Dearden, Springfield, Mass.
Alberta Donahue, Falmouth, Mass.
Gertrude Johnson, Muskegon Heights,
Mich.

Edith Hammond, Concord, N. H.
Esther Magnuson, Concord, N. H.
Crete Deming, Canadaigua, N. H.
Emma Castner, Washington, N. J.
Alice Teegarden, Dallas, Texas
Blanche Kelly, Salt Lake City, Utah
Harriette Wheeler, Burlington, Vt.
Constance Cowardin, Richmond, Va.
Rea Lindenberg, Philadelphia, Pa.
Frances Stephan, Pittsburgh, Pa.
Mildred Williamson, Waynesburg, Pa.

SARA E. MILNER, Chairman, Membership Committee.

LEGISLATION

All school secretaries and other school employees should be familiar with the following proposed legislation which is at this writing in the U. S. Senate Finance Committee. It is H. R. 6000, Social Security Act Amendment of 1949. This bill passed the House on October 5, 1949. It makes it mandatory for all employees who are operating under a retirement system to vote on whether to continue that system or go under Social Security. Two-thirds of those voting in favor of inclusion in the social security program would be necessary but this could easily be a minority of the entire membership.

School employees with a good retirement system may not find it to their advantage to go under Social Security. In the State of Pennsylvania, for instance, our present system pays benefits which, in general, are over two and a half times those provided in HR 6000. Also, where the average age of employees is high, the loss of experience credit suffered by them would be great. We understand, the vast majority of existing systems for public employees are better than the provisions of HR 6000. In those few cases where they are not so good, it would seem to be simpler to abandon the local plan, and then the group could easily be included in social security. Federal Employees who are covered by retirement systems are already excluded from the provisions of HR 6000.

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Various teachers' associations working to have an amendment to HR 8000, which would delete the section 218C, lines 20-22, page 8 and section 218 (6) (d), lines 10 to 17, pages 82 and 83, and substitute instead the following: "(7) Such agreement shall exclude all public employees in positions covered by a retirement system, as previously defined in subsection (b) (4) of this section." Such an amendment would in no way interfere with the extension of benefits to those public employees and others not now protected by a retirement system, and it would remove any doubt concerning the disturbance of already established systems which have been the culmination of years of effort by employees in the various states and communities of our country.

> GERALDINE GUARINO, Chairman, Legislative Committee.

RESEARCH COMMITTEE

The Research Committee is busily engaged in a survey of the present status of school secretaries throughout the United States. Questionnaires have been sent to all members of the Association and to a selected list of potential members. Information is sought concerning such personal data as age, educational training, experience, salary and marital status; conditions of service including hours of work, vacation allowances, and sick leave privileges; and opinions of the members concerning recommended standards are requested.

From the data compiled as the result of this survey, the officers of the National Association of School Secretaries hope to gain guidance in future planning of the activities of the Association.

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If you have not already returned your questionnaire, please fill it out and drop it into the mail. The value of the results of this survey will be dependent upon the whole-hearted cooperation of the members of the Association in furnishing the necessary data.

ELEANOR M. DEARDEN, Chairman, Research Committee.

INSTITUTE FOR EDUCATIONAL SECRETARIES

A Cooperative Institute for the In-Service Training of Educational Secretaries July 10-14, 1950

Offered by The University College of Northwestern University and the

National Association of School Secretaries

The University College, Abbott Hall, 710 Lake Shore Drive, Chicago 11, Illinois

Registrations for the Institute should reach the University College by June 24, 1950. The School of Education, through the University College, will give two semester-hours of credit for the Institute (Education UB13x) for those who wish to register for credit. The extra work for credit will be under the supervision of Martha Luck. Tuition will be \$10.00 per student for those not registering for credit, and \$15.00 for those wishing credit.

The Illinois Association of School Secretaries has planned the social program and calendar. The Chicago area abounds in recreational facilities, and the social committee has planned a real "vacation" experience for those attending the Institute. Dormitory accommodations are available in Abbott Hall, with two, three, and four persons in a room. Rooms will be available for married couples. room rate is \$2.00 per person per day. Rooms will be available for occupancy by persons registering for this Institute from July 4 on. It is believed that many may wish to arrive in time for the meetings of the National Association of School Secretaries, being held in Abbott Hall and Thorne Hall on Saturday and Sunday, July 8 and 9.

The program will include the following: General sessions with lectures on

"Problems or Opportunities in American Education," "How to Irritate People," "Radio Audiences Talk Back," and "Anonymous Deans." Choices of which classes to attend may be made from the following: "Child Psychology Point of View in Modern Elementary Schools," "Adolescent Psychology," "The School Secretary and Adults," "Filing and Reception Techniques," "Dictation, Transcription, and Typing," "School Finances and Accounting," "Individual Voice Development," "Public Speaking," "Letter and Report Writing," "Publicity," and "Semantics."

Registrants may also choose whether to attend a supervision seminar, a leadership seminar, a class on discussion techniques, or a class on handbook preparation. There will be seventeen discussion groups, based on the type and size school and kind of office in which one works.

For the second summer the University of Chicago and the School of Education, Northwestern University, will co-sponsor a Conference for Administrative Officers of Public and Private Schools. This Conference is scheduled for the same period in July as the Institute for Educational Secretaries, and on Wednesday morning of that week the two groups will meet in a joint session. During this joint session the secretary's role in educational administration will be presented, analyzed, and discussed. On Wednesday afternoon there will be an office equipment demonstration and exhibit.

A bulletin giving details of the program and containing a registration blank will be sent on request. Please write directly to the University College.

INSTITUTE IN DELAWARE

It was announced that the University of Delaware will hold a School Secretaries' Institute on the campus July 20 and 21. Announcements will be sent to secretaries in New Jersey, Maryland and Pennsylvania.

The faculty members of the University who will be the main speakers at this two day session will be Dean W. P. Penrose, Dean of the School of Education, Dr. G. Gordon Lane, Assistant Professor in Psychology and Dr. C. Robert Kase, Director and Professor of Dramatic Arts and Speech.

Each session will be followed by a discussion period. Mrs. Nellie Barr of Georgetown, Delaware, is Chairman of the Institute. Although Institutes of this nature have been conducted at Columbia University, University of Maine, and Northwestern University and others, this is the first such Institute offered in Delaware.

KENT STATE UNIVERSITY, KENT, OHIO

JUNE 25-28, 1950

The sixth annual workshop for school secretaries will be held at Kent State University, Kent, Ohio, June 25 to 28, inclusive, and is being sponsored jointly by Kent State University and the Department of School Secretaries of the Ohio Association of Public School Employees.

Anyone interested in making plans to attend, or desiring further information, may contact Miss Louise H. Wheeler (Faculty Advisor for the Workshop), Department of Secretarial Science, Kent State University, Kent, Ohio, or Miss Florence Howell (Chairman of the Workshop), Akron Public Schools, Administration Building, 70 North Broadway, Akron 8, Ohio.

SCHOOL SECRETARY IS NAMED "WOMAN OF THE YEAR"

Miss Irene M. Cole, secretary with the Grand Rapids Board of Education, was named "Grand Rapids Woman of the Year" at the seventh annual award dinner of the Business Women's Co-Ordinating Committee at Park Congregational Church on January 26, 1950.

Only the committee in charge knew the identity of the woman to be honored, until the announcement was made at the dinner. Miss Cole resides at 323 Richard Terrace, S. E. Grand Rapids, Michigan.

The citation was phrased as follows:

"Annual award presented by the Business Women's Coordinating Committee of Grand Rapids to IRENE M. COLE for outstanding service to the community during the year."

The Business Women's Coordinating Committee is composed of seventeen Business Women Clubs and acts as the Coordinating group for these various clubs. Miss Cole's name was submitted by the Grand Rapids Association of School Secretaries. Her record of achievements includes being President of the Quota Club of Grand Rapids (classified service club for women), Grand Rapids Council of Public Employees and Grand Rapids Inter-Club Council of Service Clubs; Vice-Chairman of the Inter-Group Council of Women as Policy Makers and a member of the publicity committee of the National Association of School Secretaries.

She is a member of the League of Women Voters, Grand Rapids Association of School Secretaries, Michigan Association of School Secretaries and is Assistant Secretary of the National Office Management Association, Grand Rapids Chapter. Miss Cole is past president of both the local and state Associations of School Secretaries.

She is the first woman to head the Inter-Club Council of Service Clubs, which is composed of Presidents and Secretaries of nine service clubs—namely, Exchange, Lions, Kiwanis, Rotary, Optimists, American Business Club, Quota, South Kent Kiwanis and Civitan.

Along with her club work she has given much time in promoting interest and help for the Deaf and Hard of Hearing. This is one of the service projects of the Quota Club.

CODE OF ETHICS FOR SCHOOL SECRETARIES

(As a result of a discussion group held during the Institute for School Secretaries at the University of Utah, July 1949, a committee was appointed to form a Code of Ethics for School Secretaries. This committee has completed the following Code for adoption at the next Annual Meeting of the National Association of School Secretaries in July.)

SERVICE

- The school secretary should exalt her profession on all occasions and sincerely strive for a finer and more efficient service to the school and the community.
- The school secretary should have membership in her local, state, and national professional organizations and should participate in their activities.

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- The school secretary should be courteous, just, and professional in all her relations with administrators, office personnel, pupils, teachers, and other visitors to the school office.
- 2. The school secretary should not disclose any information of confidential nature and should do or say nothing that would cause her to lose the confidence and respect of others. She should avoid voicing unfavorable criticism of other school employees unless that criticism is formally presented to a school official for the welfare of the school.
- The school secretary should recognize and perform all the duties of citizenship and should be loyal to the school system, the state, and the nation.
- The school secretary should refrain from the use of pressure on school officials to secure a promotion or to obtain favors for other people.

SKILL

- The school secretary should perform her duties with dispatch and accuracy.
- The school secretary should maintain her own efficiency by study, by travel, and by other means which keep her abreast of the trends in educational and business practices.
- The school secretary should make the office a congenial and welcome place for all without allowing it to become a social center.
- The school secretary should practice the qualities which promote good human relations and good public relations cheerfulness, honesty, tact, tolerance, patience, good judgment.

Committee: Marian Bouton, Salt Lake City, Utah

> Marian Elliott, Phoenix, Ariz.

Christine Rowell, Houston, Texas

Frances Stephan, Pittsburgh, Penna.

Bettye Wells, Los Angeles, Cal.

Emma G. Gastner, Chairman Washington, N. J.

ODE TO SCHOOL SECRETARIES

Who keeps the books and does the

We should be doing, and enjoys
The ancient joke brought from the boys?
The secretary.

Who soothes wild mamma's heaving breast

Or coos till papa busts his vest— Who keeps us out of many a mess? The secretary.

Who files the letters out of sight Yet finds them when the time is right And keeps the secrets locked up tight? The secretary.

Who to the caller acts as host
And butters them up like golden toast—
Who sets the stage so time means most?
The secretary.

Who, when the board is feeling tough And bats a pet dream in the rough— Who perks us up out of a huff? The secretary.

O gal with hair of gray or gold Or brown or red—tall, young or old, I'll sing your praises till I'm cold! The secretary.

M. B.

From Kansas Teacher.

The Reader's Digest . . .

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Rea Lindenberg

EFFICIENCY EXCHANGE

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It was my good fortune to meet Mae Boland, President of the New Hampshire Association of School Secretaries, at the Regional Conference in Atlantic City in February. She is chock-full of personality, very alert and enthusiastic. She confirmed my feeling about her awareness and interest in secretarial advancements in the following letter I received from her this morning:

"We had such a good get-to-gether April 1. We tried something different at this meeting. We broke our group in two parts for panel discussions, i. e., high school secretaries in one group and superintendent and county secretaries in another group. Both groups discussed their many problems regarding their work and many helpful hints were picked up by the girls.

We were fortunate to have representatives from the State Board of Education accept our invitation to lead our discussions. We also had school superintendents and high school headmasters in the panel. All in all the meeting turned out well.

Our next meeting will be held in Concord, N. H. October 19 and 20 in conjunction with the New Hampshire State Teachers Association. At that meeting we shall have a speaker and as a special project we are all going to donate fudge that will be sold at the Convention. Proceeds will be used to send a delegate to a National Conference."

Don't you feel as I do that Mae represents an alert and progressive group? They used the above-mentioned idea to make funds for a delegate before and were able to send Mae Boland to Atlantic City as a result.

I have come to the conclusion that the only reason there is such a dirth of material for the Efficiency Exchange is that the girls are too modest to send me the many efficient short cuts which they have developed. I am convinced this is the case because at the many conventions, conferences, work shops, etc., which I have attended through the years I have found the girls bubbling over with suggestions for secretarial progress. Your simplest short cut may save someone else a great deal of time. Do send it along.

Here is an idea-would you send me samples of supplies which you have received and found that it is an improvement over the other materials you have gotten? For instance, what is the newest or best type of stencil you have received lately? How about pencils, erasers, perhaps carbon paper or other materials so necessary to our jobs? Maybe you could suggest to the salesmen that visit you to send me samples of their wares and if I find them effective I shall be glad to write them up for this column. How about itdoes the idea appeal to you?

REA LINDENBERG.

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· LISTENING IN

RITA K. PUTNAM

Meeting "deadlines" on this wonderful spring day is not for yours truly. I haven't the vaguest idea how to start this column. No matter what idea comes—it's just plain work! Soooo—let's just take a trip. (The following will give you an idea of what happens when you have time on your hands—it does happen, even on the job.)

Ree Desjardins, our Ceramics teacher and I planned this trip during "coffee time", last spring. Ree to visit her sister in Detroit and I to attend the Clerks and Secretaries Institute. We decided to drive and what fun we did have! But so much for the "mood" setting.

Did you know, Denver is but 1,304 miles from Detroit. Not exactly as the crow flies, but rather, as Ree and Reet travel. Our first stop Lincoln, Nebraska was a full day's travel—462 miles. Not until signing in at the Cornhusker hotel did we feel we really were on our way. If you've ever traveled across Colorado, you'd not wonder—flat, uninteresting country, no towns, no Injuns, no nothin'! We toured downtown, found nice homes, nice people, just plain nice town.

Our next stop Galesburg, was an easy day's drive. Coming across Iowa was delightful, after the flat country we are used to. The rolling hills, curves, and lovely green foliage was truly a painter's dream. It was here we decided to stamp white horses. Remember, 100 of 'em and you make a wish? Did you know that you can earn five

bucks by knowing such things as: Barnum was born in Connecticut, sold bibles, went in to show business? How come we did???—WellII—a wild guess but a profitable one. Ree and I were on the RADIO via the roving reporter. Ah yes, it was a lucky lunch hour we spent one day in Iowa! And with the jingle, jangle, jingle of five silver dollars in our pocket, we set forth on the next lap of our journey.

We missed our reservation at Galesburg, much to our sorrow. Just loafed along the way-but how were we to know that the owner of the hotel would choose that day to scare people with "as fine a case of ulcers" as the desk clerk had ever heard. Oh-he WAS in a dither! But he did find something for us-the owner's game room. What a place, it was as big as a classroom and we simply rattled around in it. We had to have Chinese food for dinner. soooo, setting forth from the hotel, we asked people we met where we'd find a good cafe. Since there seemed to be a difference of opinion among the local townspeople, we settled on the nearest. In we sauntered, with an appetite on our faces that read "it better be good." It was truly an education—the dishes they did bring us. And so, if you're ever in this fine upstanding town just face West coming out of the hotel "with the ulcers," turn right a half block and it's on the other side of the street. Back to the hotel, delighted with our meal-and to bed for eight hours of good sleep.

As long as we are here let's Listen In on the Illinois Association. Virginia Riley is the State President and she and her committees have been busy this year.

The Southern Sectional Meeting was held at Casey Junior High School in Mt. Vernon on February 11 with forty-four secretaries and guests attending.

The program included Mr. John Mees from Southern Illinois University who spoke on the subject, "General Educational Trends—Where Does the School Secretary Fit In?" and Mr. Andrew Caraker, whose subject was "Public Relations." The luncheon speaker was J. L. Buforu with helpful suggestions on "Professionalizing the Profession."

Congratulations to Lois Wilson of Vandalia and the Mt. Vernon secretaries, Edith Cates, Norma Lee Kelley, Maxine Payne, and Virginia, for this successful meeting!

On March 11, forty-seven secretaries attended the Northern Illinois Sectional Meeting at Northwestern University in Chicago. Marvel Miller planned the program and carried out a Saint Patrick's Day theme in the identification cards and beautiful table decorations. Dr. Rollin B. Posey, Chairman of the Department of Political Science of Northwestern University, spoke on the subject "Current Events and Their Implication for the Future." His material was most interesting and informative.

Mary Carroll of Maywood sends this report of the Spring Conference, sponsored jointly by the College of Education, University of Illinois, and the Illinois Association of School Secretaries, held April 14 and 15 on the University campus. There were one hundred and twenty-five secretaries and their bosses attending. The session opened Friday evening with a banquet at the Union Building and a symposium, "Professionalizing the Profession of School Secretary." Mr. Howard C. Johnson, Personnel Officer, Non-Academic Personnel Office, and Mr. Charles M. Allen, Principal, University of Illinois High School both discussed the general and specific problems connected with professionalization.

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Saturday morning's general session, following the advisory council and board meeting, was addressed by Dr. Merle R. Sumption and Dr. P. Van Miller of the College of Education, and Dr. Earl P. Strong, Director of Business Management Service, University of Illinois. Dr. Sumption's lecture, "You and the Law," called the attention of the secretaries to school laws each one needs to know and the part played by those laws in each day's work. Dr. Miller discussed "The A. B. C.'s of Illinois School Finance."

Dr. Willard B. Spalding, Dean, College of Education, University of Illinois. addressed the Saturday luncheon meeting and gave this advice, "If we, as secretaries, are to do a good job, we must understand what modern education wants to do, believe in the democratic way of life, have a genuine interest in people and a concern for the growth of boys and girls." While developing his subject, "Supervising Others in the Office," he asked questions for all of us to ponder: "Would you want to work for yourself? Are you interested in people? Are you a 'fit, a misfit, or a counterfeit'?"

Now, we're back on the road again.

How different each state is. They are like people—each has its own characteristics. I was particularly fond of Iowa and Illinois. The green, rolling hills, the people, friendly little towns, and the habit of giving away silver \$'s to visitors.

South Bend, Indiana—woops—Let's Listen In for a few states. See you later after picking up the news about the Indiana activities.

COLORADO

Opportunity school—"for all who wish to learn." Classes have been set-up for school clerks and secretaries. I hear a lot of fun rang out during the mimeographing class. As for the charm class, English check-up, and accounting aids—the girls are practically haunting the school. All methods of shorthand have appeared in the stenography class. Could be out Denver way—Certification is on its way! (An orchid to Miss Edna-Jean Hershey, coordinator of "Op school" for taking us under her "wing.")

Plans for the summer Conference and Institute at St. Louis and Chicago have the girls "piggy bank" saving. Three lucky gals will be given fifty dollars each to attend.

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Spring Sectional meetings are always looked forward to by the girls. Many new names have appeared on the program along with some of the "oldsters." (Many thanks for the cards during the Atlantic City Conference—getting in on the hot que pasa was fun.)

And so, on with our trip. South Bend, not a good day's journey but 267 miles of lovely hills and scenery. We stayed at the Oliver, a delightful old hotel. We set out to find the double feature that must be giving away all those Studebaker cars we saw on the street. Hmmm, they were buzzing around everywhere, why you couldn't tell which way traffic was-coming or going. We went out to see Notre Dame University. Can't see why they call them the "Fighting Irish," we didn't see or hear a good Irish name all the time we were in the town. It is a typical Indiana town-and now you ask what IS a typical Indiana town. Wellll, Indiana towns are different from those in Illinois-which are different from those in Iowa-which are not like those you'll find in Nebraska or Colorado. made us realize how well put together these United States of ours seem to be.

Since we were such a short way from Detroit, 150 miles, we called and made a date for lunch. Little did we know these two western yahoos could and did take eight hours to go this distance. Golly, those signs "roadside table 500 ft." are awfully inviting. A wonderful place to catch up on your card sending, eat a bite, read a while, and spend good time you have no business spending because you have a 1:00 o'clock date in Detroit. We filled up on sandwiches, pop, and finally when we did get to Detroit—we weren't hungry. Ah me, shades of our childhood!

Let's Listen In on-

DELAWARE

Miss Alberta O. DeMaree, President of the Delaware School Secretaries' Association, held a meeting of the Executive Committee of the Association, at her home, 1400 Harrison Street on March 25.

Those attending were: Miss Eunice C. Bounds, Mrs. Nellie S. Collison and Miss DeMaree from Wilmington, Mrs. Alyce Owens of the Oak Grove Schools, Mrs. Frances Hartmann of the Mt. Pleasant School, Mrs. Beatrice G. Gooden and Mrs. Lillian H. Wallace of Dover and Mrs. Nellie R. Barr and Miss Laura Williams of Georgetown.

Plans were made for the Secretaries' Convention to be held at the Hotel Royalton in Rehoboth Beach on June 3 and 4. The Kent and Sussex secretaries will be hostesses to the New Castle county group at a beach picnic luncheon at 12 o'clock on Saturday. The annual banquet will be held at the Avenue Restaurant on Saturday evening, at which time Rev. L. E. Winbrow of Bridgeville, will be the guest-speaker. Miss Betty Slotter, Supervisor of Music in Sussex County, will have charge of the music.

Miss Eunice C. Bounds is Chairman of the Convention and Mrs. Edna Van Sant of Rehoboth is Co-Chairman.

MAINE

The girls from Bath made a New Year's resolution—To interest at least one more school clerk or secretary in coming to their annual meeting. It was decided to divide the state into two districts—the spring meeting to be held in Bangor for the Northern Maine group.

The Southern Maine meeting to be held in Portland. (From all reports, Nellie and Marvis did a marvelous job as directors.)

The school secretaries of Aroostook County are sociable as well as professional—good times rang out during the meeting at Normal School in Presque Isle.

MASSACHUSETTS

"Make Way for Education" was one of the many wonderful topics chosen by speakers at the Main Conference and brought back to the MASS in the School Daze fall issue. From all indications of the report, the girls found school secretaries way out front in the Educational Program. (Rea Lindenberg from Philadelphia way—please take a vacation out Colorado way—say about October 27 or thereabouts. Would love to see you "psycho-drama-ing" again.)

"To Dorothy Reckendorf, in recognition of twenty-five years of faithful service, 1924-1949, from the School Department of the Town of Barnstable," was inscribed on a silver vase given to Dorothy. (A special orchid to all the "Dorothy's" who have served many wonderful years in school and educational offices.)

I always thought the job of the Treasurer was about the worst to be had—but I bow to the Membership Chairman! To set up a program and interest people to join an organization is more than a full-time responsibility. Dorothy, you seem to have it well under control with your notice—"Over the past few years the MASS has grown professionally and it will continue to grow if each school secretary contributes her part to its program—first by joining and second by working for the organization. If you are not already a member, you are cordially invited to join the

organization. You will enjoy its pleasant association and benefit by its accomplishments. If you are a member, you can help by telling others about us and encouraging them to join our group. It is a task which I cannot handle alone. I need the help and support of every member."

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MICHIGAN

At the annual Institute of the Downriver School Secretaries, the girls found out-to be a school secretary you need the patience of Job, the diplomacy of a Machiavelli. Miss Herc, assistant professor of nursing at Wayne University talked to the girls-her subject "Psychology of Public Relations." Excerpts from her talk follow: "People do not smile easily and readily. The smile involves a whole lot. People must always be meaningful and very important no matter what their behavior is because they are human beings who are worthy of the respect. There is only one richness in life and that is people. The more people who are meaningful to you, every person you might have given something to, you then will never be lonely and you will never be poor-and it is more important what you give. What you get is like the gravy on the potato and you can't live on the gravy on that potato. That is your job-giving all along the line! You always have a willingness to do a little more than you are paid for. There is no such thing as the bell ringing and your dropping the job. Make it easy for people to fill out forms. If they make mistakes try to make the mistake a casual one. Some people say 'hello' like an iceberg, 1/20th is above the surface and the rest below the surface. We have sometimes a person who is a very efficient secretary. But like the iceberg she is meticulous and conscientious to the nth degree and she never makes a mistake! We have places in the hospital for these people. Seldom do we remember to give just honest praise. We are very quick to criticize but seldom do we remember that we would find it

beneficial and satisfying to have said that it was a mighty fine piece of work today. You have the same opportunity. We go on the presumption that if the person does a good job he does not need praise. I grant you he needs less because he gets personal satisfaction; however, he does, because he is a human being."

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The one-day Workshop in Bay City, sponsored by the Bay City Board of Education looks like a yearly event. From all reports, work and play was very much in evidence.

The Detroit bulletin carried a very clever "how to get memberships" idea. It started off with the statement—"You live in Detroit, in the State of Michigan, in the United States of America. You say, 'So what?"

"We have at least one thing in common—we are all employed by the Detroit Board of Education. That ties in with the first statement—you live in Detroit. You can stop with that—you can be happy in your work in Detroit and contented with your contacts made through the DASS. Let's let this represent your circle of interest in the City of Detroit."

"Now, you can (and many of you already have done so) join the MASS. That is the second part of the first statement—'in the State of Michigan'—and your interest is widened by the contacts made with others in the same line of work who are interested in the same things you are. The interchange of ideas is wholesome and mutually beneficial."

"Recalling the words of Emerson, we all realize that 'around every circle another circle may be drawn'...so, we may belong to the local, and the State Associations and still join the National Association of School Secretaries. Consider how much wider the national circle of interest is—the next step is up to you!"

MISSOURI

In "Mo." the school secretary is known for her LOYALTY which makes her job enjoyable; ACCURATE—accuracy will give her self respect; and a reasonable fund of general INFORMATION will simplify her job and make it easier.

The State Convention was a "Best Ever" occasion. The girls shopped, studied, listened, saw, and ate. Spike Jones and his City Slickers were enjoyed by those door-way peekers.

And now to pick up our "travels"-

I took a jaunt into Chicago over a week-end. Met Edna and Martha. What a nice time we did have sight-seeing around. Did you ever stand on one of the streets in the loop just at office and store closing time? Whee! People just pour out of the buildings. A do-ordie expression on their faces. Rush for the bus, "L," or surface, elbow their way on or off, sit or stand, talk, sleep, read, or eat their way home. I don't for the life of me see how one can expect to live to more than fifty years in a town like that.

The week-end ended only too soon, yours Detroit for and back to truly, where I picked up Ree and we were once again on our way. And so, mid-snow-and-ice (it was raining) we left for upper Michigan. We spent all morning driving through rain, but it was lovely. Pretty towns along the way, scenery of the postal card variety. We stopped at St. Ignace, the very top of Michigan where we put the car on the ferry for a trip through the straits to Mackinaw City. We re-hashed the history of that part of the country, mentally rowed the ferry over as the pioneers did many years ago in their canoes. Practically wore ourselves out! We stayed at a cottage camp and had a wonderful fire. Mackinaw City is very old. You could feel the history oozing from the buildings.

In the morning, we set forth armed to the teeth with a pamphlet History of Mackinaw Island, caught the ferry and settled down to a lesson in history. We felt well informed by the time the boat rounded the bend of the Island-but not prepared for the beautiful scenery that was before us. The lovely Grand Hotel so graciously sitting up on the hill. The green of the Island as a background while this lovely white hotel with red shutters, spread out in the distance. A sight truly out of this world. We left the boat and walked to the main street where the villagers met the tourists. Some of the drivers were in red and white costumes while others were be-decked in a bit of the "old West." We had made up our minds to have lunch at the hotel no matter if it took our monthly pay check to pay for You've often heard about "rolling out the carpet"-well, that is just what they do at the Grand Hotel, a beautiful cherry red one!

Automobiles are not allowed on the Island, and so, everywhere you looked horse-drawn carriages were full of tourists. We toured the town up hill and down dale. Then arming ourselves with more literature, peanut brittle, and fudge, we found a seat in the town square and lost ourselves in history and life that was a part of the early explorers. (We both decided we'd not make good pioneers!) We watched the people, carriages, and boats. We were simply delighted with our day. If ever I wanted a million \$'s it was then. The ferry ride back was nice. The sun shone and it warmed up so that we sat out all the way. We picked up our car and started out for Blaney Park. WHAT A SETTING! It is a quiet, dignified setting where you can get over business, ulcers, stockmarket, never have a phone bother you-just little kittens that have the misfortune to grow up into cats. There isn't a thing to be desired, it is all in the park.

And so, after playing and eating for a day—on to Duluth, Minnesota. More of the same beautiful scenery with Lake Michigan appearing now and again. Lake Superior, a beautiful blue-green near shore and then a clear blue that faded out to a gray. Too smoky most of the time to see out across the lake. It rained buckets most of our visit in Duluth—can't say we saw much. Came away—our impression of Duluth—ALL WET!

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Minnesota, towns of blue-eyed, blond children. Lakes—every town we'd go through we'd buy something to eat in the hopes there would be a lake somewhere near the road. We spent most of the time lake eating, dreaming and jogging along.

Sioux Falls, South Dakota—well, it didn't impress us too much. We found many nice shops and eating places. The people were friendly and not rushed. We decided against going into the "twin cities" so went to Sioux City. Iowa. That town—just about the nicest we hit for many a day. Ohhh that Rexall Drug Store!

Something tells me, I had better get back to that "deadline."

NEW HAMPSHIRE

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- E-Earnestly interested in the job.
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- E—Eager to find new and better ways of doing things.
- T-Tactful in dealing with persons.
- A-Accurate in detail.
- R-Reserved in bearing and demeanor.
- Y-Youthful in spirit.

Conventions do have a way of depleting the treasury. New ideas are always on the march down NH way. Good luck to you at Salem—your meeting sounds wonderful.

NEW JERSEY

The "Bosses' Brunch" was the highlight of the Convention in Atlantic City during the Twelfth Annual Convention. It looks as though the *Bulletin* will be taking on a new look—good luck to you in getting a printed publication.

NEW MEXICO

The NM Secretary, although a new bulletin, is coming out each month. Its gay cover and newsy news is well worth the hours put into it. Alice, take a bow—your column on NASS news was wonderful. Many thanks for the advertising.

OHIO

The Ohio Association of School Secretaries held their State Convention at Columbus. Under committees they have some very interesting ones—telephone, hospitality, publicity, remembrance, and the usual ones. Their section of portraits is very good while their "peeking thru the keyhole" page gave some very newsy tidbits regarding the girls, at work, play, and at home.

And so—so much for Listening In. Now to get you all back to Denver.

We stayed at Kearney, Nebraska, our last night out. We both wanted to

come home clean but sacrificed cleanliness in favor of a show and dinner. It is a nice college town, the people young and noisy, but fun to listen to. And so, we went to bed with a satisfied feeling—

Tomorrow we would be home, our trip behind us. What a grand and glorious time we did have—broke but with a sense of having done something wonderful. We haven't met the sheriff yet, but many was the time we felt his breath on the nape of our neck. I think we had two \$\$'s between us when we landed in Denver.

Hadn't seen the folks in eight weeks, so you can imagine the gabbing session that started—almost before the first layer of dirt had been removed. That evening—what did we do to get cooled off—yet—A RIDE!

I do hope you've finished reading this column—enjoyed the trip—and since I'm off to spring vacation come 4:30—this really did put me in the mood. I do hope you had as much fun reading this bit of "nonsents" as I did in writing it.

RITA PUTNAM, East High School Denver, Colorado.



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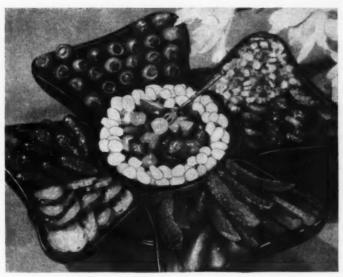
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LIFE MEMBERSHIP

A reminder is given of the plan for Life Membership as recommended by the committee appointed at the Executive Board Meeting held in Chicago in July, 1947 and further developed at the meeting in Cleveland in July 1948. We reprint the findings of the Committee as published in the February 1948 issue.

"Since 'life membership is a symbol of permanent interest in and loyalty to the profession,' we suggest that the following amendment to the By-Laws be presented by the Executive Board for action by the membership at the July, 1948, annual meeting:

"A member in good standing for more than two consecutive years shall be eligible for life membership upon payment of twenty-five dollars in full, or ten dollars down and three annual installments of five dollars each. A life member shall be entitled to all the privileges of an active member.

"The Committee feels that the life membership fees should be disassociated from the regular memberships and it suggests that provision be made whereby they be earmarked and invested. This arrangement would guarantee that they continue to render service to the profession permanently.

"Twenty-five dollars represents continuous membership for twelve and one-half years and the deferred payment plan makes life membership possible for every school secretary.

"It is further suggested that a special emblem and membership card be issued to life members.

"Favorable action on this amendment is imperative because of the growing financial needs of the Association necessary to carry on the varied activities and services.

Constance K. Cowardin Virginia A. Halsey Louise H. Nelson Betty Zimmerman, Chairman" SE

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The Committee is continuing to work this year, with the assistance of Eleanor Dearden, and will present a suggested emblem, pin, or insignia at the meeting this summer.

MEMBERSHIP CHAIRMEN

- SECTION 1 -- Miss Mildred Bristol, Office of Board of Education, Southington, Conn. Connecticut-Miss Mildred Bristol, Board of Education, Southington Massachusetts—Mrs. Helyn Haley, Office of Superintendent of Schools, Monson Maine—Miss Pauline Smith, Board of Education, Portland New Hampshire—Miss Esther Magnuson, Union School District, Concord Rhode Island-Miss Ruth A. Coffey, Providence College, Providence
- SECTION II-Miss Frances Evans, Caesar Rodney School, Camden, Delaware Delaware-Mrs. Helen W. Kirkley, School Administration Bldg., Wilmington 5 District of Columbia-Maryland—Miss Joanna Lankford, Board of Education, Salisbury New Jersey—Miss Anna M. Gloor, Clifford Scott High School, East Orange
 - New York-Miss Isabel Paddock, 7 Grand Street, Warwick

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- Pennsylvania—Miss Mildred Byerly, Shamokin Public Schools, Shamokin Virginia—Mrs. Elsie Knowles, Page County Public Schools, Luray West Virginia—Miss Margaret Hopwood, Mannington High School, Mannington
- SECTION IV-Mrs. Mary Brand, Henry Grady High School, Atlanta, Georgia Florida-Mrs. Elizabeth Jordan, Webber College, Babson Park Georgia-Miss Martha Pitts, Upson County Schools, Thomaston Kentucky-Miss Alma Louise Allen, Kentucky State College, Frankfort North Carolina-

South Carolina-SECTION V-

- Illinois—Miss Ferne Roseman, Illinois State Normal University, Normal Indiana—Miss Alma Cripe, Beech Grove Public Schools, Beech Grove Iowa—Miss Agnes Hansen, Cedar Falls Public Schools, Cedar Falls Ohio—Miss Florence Howell, Akron Public Schools, 70 North Broadway, Akron Tennessee-
- SECTION VI-Mrs. Dorothy Nieman Ferguson, River Rouge High School, River Rouge, Michigan Michigan—Mrs. Lucretia Nichols, Whittier Junior High School, Flint Minnesota-Miss Rosalie Kollarich, 616 Summit Avenue, St. Paul
 - South Dakota—Miss Agnes Schlender, Brookings City Schools, Brookings Wisconsin—Miss Marion Kennedy, Vocational School, Madison
- SECTION VII—Miss Georgia Davis, Board of Education, Hannibal, Missouri Arkansas—Mrs. Catharine Yates, West Side Junior High School, Little Rock Kansas-Miss Georgia Lee Rockwell, Junior College and Senior High School, Independence
 - Louisiana—Mrs. Joseph Gay Capelton, 3240 Law St., New Orleans Mississippi—Mrs. Birdie W. Smith, State Deepartment of Education, Jackson Missouri-Miss Betty Segelcke, 203 Public Library Building, Kansas City
- SECTION VIII-Miss Lois Norton, 414 Fourteenth Street, Denver Colorado-Miss Dorothy Alexander, Westwood Junior High School, Denver Idaho-Mrs. Echo Dell Parkin, Pocatello Montana-Miss Pauline Nommensen, Central School, Kalispell Nebraska-
 - Utah-Mrs. Winnie Thornton, West High School, Salt Lake City Wyoming-Mrs. Dorothy Rudd, Powell Public Schools, Powell
- SECTION IX—Miss Fern Rigg, Secretary to Superintendent, Williams, Arizona
 Arizona—Miss Marion Elliott, Madyson Elementary School, Phoenix New Mexico—Mrs. Stella Davis, Secretary to Superintendent, Clovis Oklahoma—Mrs. Glenna Killian, 400 N. Walnut Street, Oklahoma City Texas—Mrs. Jessie Mae Farrar, Franklin School, 1233 Oxford Street, Houston
- SECTION X-Mrs. Dorothy Knoblock, Board of Education, Alhambra, California California-Miss Lillian Henry, Union Elementary District, Coalinga Nevada — Miss Teresa Dwyer, Secretary to Superintendent, Las Vegas Oregon — Miss Charlotte Parr, Secretary to Superintendent, Eugene Washington-Mrs. Amy Stach, Ellison Junior High School, Wenatchee Hawaii-Mrs. Hatsue Y. Abe, Hilo Intermediate School, Hilo



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